

NOTICE OF POSTING

POSTING DATE: 06/06/11

CLOSING DATE: 06/21/11

Recruitment of external applicants is underway concurrent with this posting.
Resumes and letters of interest can be submitted via mail, email, or fax (617-349-4312).
Cambridge residents are especially encouraged to apply.

**POSITION &
DEPARTMENT:** Senior Substitute
Library, O'Connell Branch

JOB CODE/POSITION #: L422-705

CIVIL SERVICE: Non-Civil Service

HOURS OF WORK: 15 hours per week, including evening shift

UNION AFFILIATION: CPLSA, Local 4928

DUTIES & RESPONSIBILITIES:

- Performs functions related to circulation control: checkouts, check-ins, inquiries, renewals, reserves, data entry, assess and collects fines
- Answers and routes telephone calls
- Registers borrowers and issues library cards
- Directs patrons to appropriate service areas
- Shelves materials
- May be assigned one or more of the following:
 - Checking stacks and open shelf areas for overdue or missing items
 - Preparing overdue and reserve notices for mailing
 - Any other duties required by supervisor for the good of the department and the library

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

MINIMUM REQUIREMENTS:

High school diploma or high school equivalency required. A bachelor's degree or coursework beyond high school is desirable.

Requires working knowledge of basic public library concepts and resources, competency to follow oral and written instructions accurately and thoroughly, competency to operate a computer terminal, adaptability and dependability to work well in a team situation, flexibility to fill in during scheduling emergencies and vacation periods, ability to recognize situations that require referral to the full time staff, an interest in and enthusiasm for working with the public, tact, patience, maturity, friendliness.

PHYSICAL DEMANDS:

- Physically able to operate a variety of machinery and equipment including office equipment such as computers, copiers, CD/DVD players
- Ability to sit and use computer workstations, including keyboard and visual display terminal, for extended periods of time
- Strength to push or pull a loaded book cart which can weigh in excess of 100 pounds on level floor and up ramp, to lift or maneuver onto cart loads of up to 50 pounds, and to carry cartons of books
- Must be able to pay close attention to details and concentrate on work
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively

- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to read books and patron requests
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to type and record library files
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to re-shelve library materials and work at public service desks

WORK ENVIRONMENT:

- Works in assigned area, including office areas, training rooms, various library locations, as necessary
- Normal office exposure to noise, stress, and interruptions
- Attends and participates in continuing educational programs designed to keep abreast of changes in profession

RATE: \$ 15.97 per hour to \$19.06 in five steps

APPLICATION PROCEDURE: Internal applicants submit a job bidding form and **2 copies** of both your resume and letter of interest; external applicants submit **2 copies** of both your resume and letter of interest **by 5pm** on the closing date to: Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. Fax 617-349-4312, Email: employment@cambridgema.gov

THE CITY OF CAMBRIDGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, VETERANS, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CITY OF CAMBRIDGE RESIDENTS ARE ESPECIALLY ENCOURAGED TO APPLY.